

METROPOLITAN POLICE DEPARTMENT
OFFICE OF CORPORATE SUPPORT
BUSINESS SERVICES DIVISION
EVIDENCE CONTROL BRANCH

COPY

MEMORDUM

TO: Manager
Evidence Control Branch

FROM: [REDACTED]
Compliance and Quality Assurance Monitor

DATE: August 13, 2002

SUBJECT: Audit of Operational Procedures, Regarding Property Viewings

Audit Date: August 13, 2002
Audit Start Time: 0920 Hours
Audit End Time: 1020 Hours
Audit Location: ECB Warehouse

Evidence Control Technician Present During Audit: [REDACTED]

PREPARATION

In preparation for this audit, I reviewed the property-viewing notification book and made a random selection of four (4) viewing letters that were directly related to the Evidence Control Branch Warehouse.

The property-viewing letters were reviewed and a system inspection was conducted, noting storage location; date property was requested for viewing, the approving official/technician and date property was located. The PD-81 was also examined to ensure viewing letters were being attached after the viewing date and a physical inspection of the property storage location was conducted to verify that the computer location was correct.

FINDINGS

According, to the Standard Operating Procedures for Property Viewings, Part B-Section 1-4, (Scheduling and Preparing for viewing), the roll call Official shall assign an evidence technician to pull property needed for a viewing.

The four (4) randomly selected property-viewing letters were reviewed and only one (1) out of the four (4) were properly notated acknowledging that a roll-call official had reviewed and assigned a warehouse technician to pull or locate these particular items. The property-viewing letter was not completed by an official/technician and therefore contained no storage location, date or time the requested property was located and the requesting agencies did not provide a tentative date for viewing.

During this audit, an examination of the PD-81 was also carried out in order to confirm that all appropriate documents were attached after the scheduled viewing date. It was found that on these incidents no documents were attached to PD-81, due to the fact the requesting agencies investigator, never reported on the per scheduled viewing date. Officer Robert Holder explained that in most cases after the property was viewed, the original property-viewing letter would be attached to the PD-81.

Due to the above noted irregularities found during the review process, it is only under assumption, that no initial check for property was being performed in AEGIS, before the viewing date.

In order to cross-reference storage locations recorded in AEGIS, a physical inspection of the storage location was conducted and all four (4) randomly selected items were found in their appropriate storage location.

RECOMMENDATIONS

Each Sergeant is assigned to a designated area of the Evidence Control Branch and should be solely responsible for property-viewing preparations for their respective area(s).

The Sergeant should review the property-viewing notification book daily and assign an evidence technician to pull and locate the requesting property. To ensure all required data is recorded on the property-viewing letter, each respective sergeant should review and affix his/her initials or signature for confirmation, before placing the property-viewing letter back into the notification book. This will allow the ECB administrative staff the opportunity to prepare for the viewing, retrieve the property and better serve the requesting agency.

If you have any questions or concern regarding this audit, please forward them to the Compliance and Quality Assurance Unit.

Attachments

Viewing 8/13/02
e

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Corporation Counsel

Criminal Division
Juvenile Section

★ ★ ★



1 August, 2002

Evidence Control Unit
Metropolitan Police Department
2235 Shannon Place, SE
Washington, D.C. 20020

In Re: Tavaughn Dobie
Docket: J-1240-02
CCN #: 171-580

Dear Property Clerk:

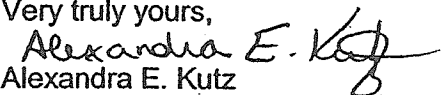
This letter is to inform you that the Office of the Corporation Counsel has no objection to your allowing Lily Shapiro, Esq., defense counsel in the above-captioned case, and/ or her investigators, Molly Crall and Jonah Ansell, to inspect and photograph the following property now held in evidence:

<u>Property Control Number or DEA Lab #</u>	<u>Description of Property</u>
X07085	Screwdriver

Only defense investigators who (1) present proper credentials, (2) present a copy of this letter, and (3) are either named with defense counsel, above, or who are on the Public Defender Service's list of certified investigators will be permitted to view and photograph evidence. It is understood that defense counsel will make no claims regarding a break in the chain of custody of such items resulting from this inspection.

If you have any questions concerning this matter, please contact Assistant Corporation Counsel Alexandra E. Kutz at (202)727-6232.

Very truly yours,


Alexandra E. Kutz
Assistant Corporation Counsel

NOTICE TO DEFENSE COUNSEL : Viewing of evidence must be scheduled at least 72 hours in advance. Please complete the information below and fax to MPD Evidence Control Branch at 645-0137.

I would like to view the above evidence on 8/13/02 between the hours of 8:30 a.m. and 3:00 p.m. If the evidence is unavailable for viewing, I request the MPD Evidence Control Branch notify me in advance by calling 662-9582. If I am unable to keep this appointment, I will notify MPD by calling 645-0130 in advance. I understand that if I miss my appointment the evidence will be returned to storage and I will have to schedule a new appointment.



U.S. Department of Justice

United States Attorney

District of Columbia

Judiciary Center
555 Fourth St. N.W.
Washington, D.C. 20001

August 4, 2002

Metropolitan Police Department
Evidence Control Branch
2235 Shannon Place, S.E.
Washington, D.C. 20020

Re: United States v. Terence Butler
Criminal No. F-508-02

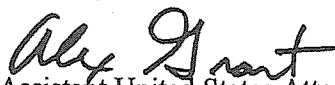
Dear Sir:

This is to inform you that the United States Attorney's Office has no objection to permitting the defense attorney in the above captioned case, Patricia Cresta-Savage, and/or her investigator, to view the following evidence in this case:

<u>Property number or DEA lab number</u>	<u>Item</u>
X11134	Stanley Screwdriver, Set of keys

Only defense investigators who (1) present proper credentials, (2) present a copy of this letter, and (3) are either named with defense counsel, above, or who are on the Public Defender Service's list of certified investigators will be permitted to view evidence. It is understood that defense counsel will make no claims regarding a break in the chain of custody of such items resulting from this inspection.

Sincerely,


Assistant United States Attorney
Alex J. Grant

cc: Patricia Cresta-Savage, Esquire

NOTICE TO DEFENSE COUNSEL: Viewing of evidence must be scheduled at least 72 hours in advance. Please complete the information below and fax to MPD Evidence Control Branch at 645-0137.

I would like to view the above evidence on _____ between the hours of 8:30 a.m. and 3:00 p.m. If the evidence is unavailable for viewing, I request that MPD Evidence Control Branch notify me in advance by calling _____. If I am unable to keep this appointment, I will notify MPD by calling 645-0130 in advance. I understand that if I miss my appointment the evidence will be returned to storage and I will have to schedule a new appointment.



U.S. Department of Justice

United States Attorney

District of Columbia

Judiciary Center
555 Fourth St. N.W.
Washington, D.C. 20001

July 11, 2002

Metropolitan Police Department
Evidence Control Branch
2235 Shannon Place, S.E.
Washington, D.C. 20020

Re: United States v. Kenneth Grant
Criminal No. M-6297-02

Dear Sir:

This is to inform you that the United States Attorney's Office has no objection to permitting the defense attorney in the above captioned case, Harold Peek and/or his [her] investigator, to view the following evidence in this case:

Property number or DEA lab number
X26272

Item
Skull Cap, Screwdriver

Only defense investigators who (1) present proper credentials, (2) present a copy of this letter, and (3) are either named with defense counsel, above, or who are on the Public Defender Service's list of certified investigators will be permitted to view evidence. It is understood that defense counsel will make no claims regarding a break in the chain of custody of such items resulting from this inspection.

Sincerely,

Leah Thompson
Assistant United States Attorney

cc: Harold Peek, Esquire
619 Morris Street, NE
Washington, DC 20002

NOTICE TO DEFENSE COUNSEL: Viewing of evidence must be scheduled at least **72 hours in advance**. Please complete the information below and fax to MPD Evidence Control Branch at 645-0137.

I would like to view the above evidence on _____ between the hours of 8:30 a.m. and 3:00 p.m. If the evidence is unavailable for viewing, I request that MPD Evidence Control Branch notify me in advance by calling _____. If I am unable to keep this appointment, I will notify MPD by calling 645-0130 in advance. I understand that if I miss my appointment the evidence will be returned to storage and I will have to schedule a new appointment.



U.S. Department of Justice

United States Attorney

District of Columbia

Judiciary Center
555 Fourth St. N.W.
Washington, D.C. 20001

August 2, 2002

Metropolitan Police Department
Evidence Control Branch
2235 Shannon Place, S.E.
Washington, D.C. 20020

Re: United States v. SCOTT COOK
Criminal No. F-2839-02

Dear Sir:

This is to inform you that the United States Attorney's Office has no objection to permitting the defense attorney in the above captioned case, Harold Peek and/or his [her] investigator, to view the following evidence in this case:

Property number or DEA lab number

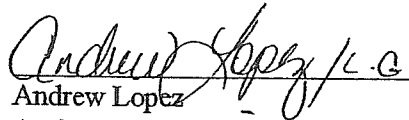
Item

X22972

Handbag, Clothes, wallet keys, deorderant

Only defense investigators who (1) present proper credentials, (2) present a copy of this letter, and (3) are either named with defense counsel, above, or who are on the Public Defender Service's list of certified investigators will be permitted to view evidence. It is understood that defense counsel will make no claims regarding a break in the chain of custody of such items resulting from this inspection.

Sincerely,


Andrew Lopez
Assistant United States Attorney

cc: Harold Peek, Esquire
619 Morris Street, N.E.
Washington, D.C. 20002

METROPOLITAN POLICE DEPARTMENT
EVIDENCE CONTROL
PROPERTY VIEWING

Date: _____

The below listed property is needed for viewing on the date listed.

DATE NEEDED	PCN #	DEA #	DESCRIPTION OF PROPERTY	LOCATION

- ☐ Sgt. Wade, T.
- ☐ Sgt. Dobyns, R.
- ☐ Sgt. Taggart, L.



Derek Gray
Lieutenant

Note: This sheet should be returned upon completion.